



INDIAN INSTITUTE OF MANAGEMENT SHILLONG
Umsawli, Shillong- 793018
Meghalaya

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ENQUIRY NO: IIMS/S&P/NIQ/25-26/04

Dated: 21.05.2025

Sub: Notice Inviting Quotation for Repair and Maintenance Works in IIM Shillong Nongthymmai Campus

Offers are invited on behalf of Director, IIM Shillong from registered/ reputed dealer, supplier for tentative requirement of services in sealed cover addressed to the Director, IIM Shillong, Umsawli, Shillong-793018 with the words “ **Quotations for Repair and Maintenance Works in IIM Shillong Nongthymmai Campus**” Enquiry No. with due date boldly superscribed on the top of the envelope and the offer be sent by registered cover/ speed post/ dropped in and must reach to The Chief Administrative Officer, Indian Institute of Management Shillong, Umsawli, Shillong-793018 latest by **27 May 2025 by 12:00 noon**.

WORK TITLE : DISMANTLING OF THE EXISTING WOODEN PARTITION IN H-7 (LH-2) and PARTITION WORKS AND PAINTING WORKS IN THE STAIRCASE OF THE FIRST FLOOR OF THE HOSTEL 3 AT IIM SHILLONG NONGTHYMMAI CAMPUS

Sl No	Description of Work	Unit	Qty	Rate (inclusive of GST (in Rupees)	Amount
1	Dismantling doors, windows and clerestory windows (steel or wood) shutter including chowkhats, architrave, hold fasts etc. complete and stacking within 50 metres lead:				
	a Of area 3 sqm and below				
	Existing Partition	Sq.m	18.9		

2	Dismantling wood work in frames, trusses, purlins and rafters up to 10 metres span and 5 metres height including slacking the material within 50 metres lead:				
	b) Of sectional area below 40 sqcm	Sq.M	731.5		
3	Dismantling cement asbestos ceiling/ hard board ceiling/ any type ceiling or partition walls including stacking of serviceable materials and disposal Of unserviceable materials within 50 metres lead.	Sq.M	130.86		
4	Providing fitting and fixing in position plywood partition walls with 6mm th plyboard with horizontal & Vertical sal batten of size 50x80mm spaced at not more than 1.20 m apart with necessary nails, wood screw bolts etc complete as directed for all levels (painting varnishing robe measures and paid separately				
	On both faces of the frames	Sq.m	32.76		
5	Applying priming coat:				
	a) With ready mixed pink or Grey primer Of approved brand and manufacture on wood work (hard and soft wood)/ with ready mixed aluminium primer of approved brand and manufacture on resinous wood and plywood				
	On both faces of the partition	Sq.m	32.76		
6	Wall painting with acrylic emulsion paint of approved brand and manufacture to give an even shade:				
	New work (two or more coats)				
	On both faces of the partition	Sq.m	32.76		
				Total	
	In Words : Rupees				

The above mentioned rates are inclusive of all taxes.

I. General Terms and Conditions:

1. These Terms and Conditions shall apply to all contracts for the supply of items by the Supplier to the Institute and shall prevail over any other documentation or communication from the Institute.
2. Any variation to these Terms and Conditions shall be inapplicable unless agreed in writing by the Supplier
3. The rates for each items of works are as specified in the Proposal shall be inclusive of all taxes.
4. The repairs and maintenance works shall be completed within the specified time period as per the Work Order.
5. The Contractor shall accept all responsibility for the condition of services provided and shall ensure that completed work to be verified by the Engineer-in charge or his representatives' before proceeding further.
6. No additional payments shall be paid by the Institute for the works executed in excess to the quantity.
7. Bills/ Tax Invoice shall be submitted within 1(one) month from the date of completion of the work.
8. The contractor shall mention his/ her Account number and Institute GST number in the body of the Bill.
9. The Contractor shall be liable of any defects if again arise within 2 (two) months from the date of completion of the work.

II. Other Terms and Conditions

1. No counter proposal is acceptable and conditional/late quotes are liable to be rejected.
2. Bidders are required to submit copies of PAN, GST, Trading License and copies of work orders of similar works carried out.
3. It will be the prerogative of the Institute to place the supply order for the whole lot/item or in piecemeal basis depending upon the requirement of the Institute. The Institute shall have the right to reject any tender without assigning any reason thereof. No correspondence will be entertained in this regard. Only one best quality item (according to our specification) should be quoted against the item.

4. Stores will be accepted subject to the verification and inspection by the competent authority.
5. Time schedule of completion is within **45 days** from receipt of supply order or else deduction on gross bill @0.5% per week or part thereof will be made as liquidated damages/ delay in supply subject to maximum of 10% of the value of the delayed supplies.
6. Bills should be submitted in quadruplicate along with a receipted copy of challan duly endorsed in the desk of the of the Receiving section of the Institute.
7. Payment of the approved vendor for supply of items at IIM Shillong shall be made through cheque or electronic clearing system. In case of cheque, the same will be dispatched registered post and postal charges shall be deducted from their bills.
8. The Institute reserves the right to reject any tender or all tender without any reason.
9. Director, IIM Shillong or his authorized representatives shall be the final authority in setting all disputes and decision will be binding on all concerned.

Sd/-
Senior Manager (Stores)
IIM Shillong